

Management System: Contracting and Financial Assistance

Subject Area: Small Business Program

Management System Owner: David Hess

Point of Contact: Karen Bahan and Anne Marie Bird

Issue Date: 8/30/2012

CBC MS Revision: Rev 0

1.0 Introduction

This subject area describes the small business program, which serves to increase business opportunities for small business while increasing overall competition in the Federal acquisition process.

Pursuant to [FAR 19.201](#), the Government's policy is to provide maximum practicable prime and subcontract opportunities to small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. DOE negotiates goals & targets in various small business categories annually with the Small Business Administration to ensure this policy is fulfilled. This subject area provides guidance for small business contracting processes, small business procurement tools, small business market research, and small business acquisition planning. The processes requiring coordination with the Environmental Management Consolidated Business Center (EMCBC) Small Business Program are identified in the procedures under the Simplified Acquisitions and Acquisitions (Over Simplified Acquisition Threshold) Subject Areas.

2.0 Contents

The table below defines EMCBC procedures that will be utilized to support obtaining small business goals and compliance with small business requirements.

Procedures	Procedure Content
1. IP-540-08 , Small Business Program	<ul style="list-style-type: none">This procedure establishes the requirements for the submittal and review of the DOE 4220.2, Small Business Review form and the review and approval of Small Business Subcontracting Plans. Also see HCA Directive 1.8, Small Business Set-Aside Decisions for additional HCA requirements.

3.0 Exhibits/Forms

- [DOE 4220.2, Small Business Review](#)

4.0 Related Information

- [HCA Directive 1.4](#), Department of Energy (DOE) Acquisition Forecast
- [Impact of Teaming Arrangements on Small Business Status](#) (clause)
- [Electronic Subcontracting Reporting System \(eSRS\)](#)

5.0 Requirements

Document	Title
FAR 7.107	Additional requirements for acquisitions involving bundling
FAR 13	Simplified Acquisition Procedures
FAR 19	Small Business Programs
DEAR 919.5	Set-Asides for Small Business
DEAR 919.7	The Small Business Subcontracting Program
DEAR 919.8	Subcontracting with the Small Business Administration (The 8(a) Program)
DEAR 919.70	The Department of Energy Mentor-Protégé Program
Acquisition Guide Chapter 19	Small Business Programs
Acquisition Guide Chapter 26	Other Socioeconomic Programs

6.0 Definitions

None